


GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
Chapter 1	Law Enforcement Role and Authority	
Date Initially Effective 09/30/94	By The Order Of:  Hassan M. Aden, Chief of Police	
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The purpose of this directive is to establish guidelines and formulate policy for the role of the Greenville Police Department, the limits of its authority, and use of force by its officers. The policy shall apply to all Greenville Police Department personnel.

As the Department defines its role, two broad purposes are served. Employees are made aware of the actions and attitudes expected of them and can act without hesitation in accordance with Department policies and procedures. Secondly, members of the public are provided with a general standard by which they can measure the performance of the Department.

This directive sets forth the enforcement policy of the Department, defines the limits of individual discretion, and provides the guidelines for the exercise of such discretion. Police officers will be trained in how to exercise the broad discretionary authority they have been granted.

1.1.1 OATH OF OFFICE AND CODE OF ETHICS

CALEA Standard: 1.1.1, 1.1.2

Prior to assuming status as a sworn police officer, each new employee is required to take an Oath of Office (Attachment A). The Oath will be administered by the Clerk of Superior Court and must be signed, notarized, and kept as part of the official records of the Greenville Police Department.

All sworn police officers of the Greenville Police Department shall abide by the Greenville Police Department's Code of Ethics (Attachment B).

Each new civilian employee shall abide by the Civilian Law Enforcement Professionals Code of Ethics (Attachment C)

The Greenville Police Department mandates that ethics training shall be conducted biennially for all personnel.

1.1.2 CRIMINAL JUSTICE AND SOCIAL SERVICE DIVERSION PROGRAMS

CALEA Standard 1.1.3

The Greenville Police Department encourages its personnel to use established criminal justice and social service programs designed to divert individuals from the criminal justice system when such programs effectively accomplish Department objectives. The Greenville Police Department recognizes and supports criminal justice and social service diversion programs including the diversion of juveniles pursuant to guidelines established in Chapter 44 of the Policy and Procedures Manual and diversion programs established and coordinated by Pitt County Department of Social Services, Pitt County Courts, and other similar service agencies.

1.1.3 CONSULAR NOTIFICATION

CALEA Standard 1.1.4

Whenever a foreign national is arrested or detained in the United States, there are legal requirements to ensure that the foreign national's government can offer consular assistance. The foreign national has the right of consular notification and access. This notification may be made orally or in writing.

In most cases, the foreign national then has the option to decide whether to have consular representatives notified of the arrest or detention. In other cases, however, the foreign national's consular officials must be notified of an arrest and/or detention regardless of the foreign national's wishes. Whenever a foreign national is taken into custody, the officer should determine whether consular notification is at the option of the foreign national or whether it is mandatory.

The United States Department of State provides information and instructions regarding consular notification requirements. Information and instructions regarding consular notification are available as follows:

- Consular notification placards are posted in the Police Headquarters building
- Consular notification instruction cards are provided to all police officers
- U.S. Dept. of State Consular Notification and Access Manuals are available at police headquarters.
- U.S. Dept. of State, State Department Operations Center (202) 647-4415 and for urgent assistance outside normal business hours (202) 647-4415.
- A GPD Consular notification wall placard is posted next to the GPD fingerprint instrument at PCDC

If the arrested/detainee chooses to exercise this right, the arresting/detaining officer will inform the appropriate foreign consulate or embassy and document that notification.

Chapter 61, Section 61.1.3, Special Processing Requirements, establishes procedures for handling traffic law violations committed by foreign diplomats and consular officials.

1.2.1 LEGALLY MANDATED AUTHORITY AND CONSTITUTIONAL RIGHTS

CALEA Standard 1.2.1, 1.2.2, 1.2.3

Legally Mandated Authority

Title 5, Chapter 1, Section 5-1-2 of the Code of Ordinances of the City of Greenville, grants the Chief of the Greenville Police Department authority to supervise and control the police force. Employees of the Greenville Police Department represent the legal will of the State of North Carolina and the City of Greenville. The Greenville Police Department has only one category of sworn personnel with arrest powers. All police officers need to be aware of the limitations that the people have imposed on the Greenville Police Department through law.

The legally authorized jurisdiction of the Greenville Police Department is the city limits of Greenville, North Carolina, the areas within one mile of the primary corporate limits, and any property owned by the City outside the City limits. The enforcement of North Carolina state statutes and the City of Greenville ordinances is authorized in the City of Greenville, unless specifically prohibited or specifically allowed elsewhere by law.

Police officers of the Greenville Police Department should apply themselves diligently to the study of the laws and the principles that they are sworn to uphold.

Legal Authority to Carry and Use Weapons

The United States Constitution Bill of Rights, Amendment II, ensures the right of the people to bear arms. Sworn personnel of the Greenville Police Department have been vested by the State of North Carolina with the duty and responsibilities of obtaining and practicing the skills and knowledge necessary to perform those tasks essential to function in law enforcement, including the use of weapons.

North Carolina General Statute 17c creates the North Carolina Criminal Justice Education and Training Standards Commission and establishes responsibilities for the Commission in the administration of a program of basic law enforcement training, instruction and evaluation. The Commission sets professional standards for persons who seek to become or are serving as officers in the criminal justice system.

The course of instruction developed by the North Carolina Criminal Justice Education and Training Standards Commission requires training and proficiency in the use of weapons by law enforcement personnel in the performance of their duties. A minimum firearm proficiency level is required for certification as a law enforcement officer. The Commission further requires annual in-service firearms training and establishes annual minimum qualifications for firearm proficiency. Failure to meet the requirements of annual in-service firearms qualifications may result in the suspension of an officer's certification.

North Carolina General Statute 14-269 permits the carrying of concealed weapons by law enforcement personnel while in the discharge of their duties. North Carolina General Statute 15A-401 provides for the use of force, including deadly force, and establishes the provisions under which progressive levels of force may be used.

The Greenville Police Department confirms the authority of sworn police personnel to carry and use weapons in the performance of their duties as defined and assigned by the Greenville Police Department and as resulting from the sworn duty to enforce the criminal laws of the State of North Carolina. The authority to carry and use weapons shall at all times be in accordance with Federal Law and within the parameters of all policies and procedures of the Department. The "Law Enforcement Officers Safety Act of 2004" (18 USCS 926B) permits a qualified law enforcement officer, carrying the photo ID issued by his or her law enforcement agency, to carry a concealed firearm anywhere in the United States. Officers shall, however, obey local prohibitions against the carrying of concealed weapons on private property where the owner imposes such prohibitions and state or public property, such as a courthouse.

No other Police Department personnel are authorized to carry or use weapons in the performance of their duties.

CONSTITUTIONAL REQUIREMENTS

To protect the constitutional rights of persons involved in criminal investigations, the following guidelines shall be followed:

- Greenville police officers shall not coerce or obtain involuntary confessions from persons suspected of criminal involvement.
- When an individual is arrested, the arresting officer shall not unnecessarily delay the arrestee's appearance before a judicial official having jurisdiction over the offense.
- Prior to interrogating or interviewing an individual who is in custody or otherwise deprived of freedom, the police officer conducting the interview or interrogation shall first advise the individual of the constitutional rights guaranteed by the U.S. Supreme Court decision of *Miranda v. Arizona*.
- Once an individual has expressed a desire to exercise the right to counsel, all interrogation and interview efforts shall be stopped until the individual has obtained counsel.

Greenville Police Department personnel shall not purposely seek pre-trial publicity in an attempt to prejudice a trial. Chapter 54 of the Greenville Police Department's Policy and Procedures Manual provides guidelines for the release of information to the public.

1.2.2 PROCESSING FOR SEARCH, SEIZURE, AND ARREST

CALEA Standard: 1.2.4, 1.2.5

Search and Seizure/Arrests

The procedures for search and seizure, and/or arrest, with or without a warrant, are governed by North Carolina General Statutes 15A, Subchapter II, Articles 9-15 and 15A Subchapter IV, Article 20.

Search Warrants

A search warrant is a court order and process directing a law enforcement officer to search designated premises, vehicles, or persons for the purpose of seizing designated items and accounting for any items so obtained to the court that issued the warrant. An item is subject to seizure pursuant to a search warrant if there is probable cause to believe that it:

- Is stolen or embezzled;
- Is contraband or otherwise unlawfully possessed;
- Has been used or is possessed for the purposes of being used to commit or conceal the commission of a crime; or
- Constitutes evidence of an offense or the identity of a person participating in an offense.

Each application for a search warrant must be made in writing upon oath or affirmation. Any law enforcement officer acting within his/her territorial jurisdiction may execute a search warrant, when their investigative authority encompasses the crime or crimes involved. Search warrants must be executed within 48 hours from the time of issuance.

The officer(s) executing a search warrant must, before entering the premises, give appropriate notice of their identity and purpose to the person to be searched or the person in apparent control of the premises to be searched. If it is unclear whether anyone is present at the premises to be searched, the officer must give notice in a manner likely to be heard by anyone who is present.

An officer may break and enter any premises or vehicle when necessary for the execution of the warrant if the officer has previously announced their identity and purpose and reasonably believes either that admittance is being denied or unreasonably delayed or that the premises or vehicle is unoccupied or the officer has probable cause to believe that the giving of notice would endanger the life or safety of any person.

The scope of the search may be only such as is authorized by the warrant and is reasonably necessary to discover the items specified.

Seized Vehicles or Property

Upon seizing items pursuant to a search warrant, an officer must complete and sign an inventory of seized property as outlined by N.C.G.S. 15A-257. The inventory shall include a listing of the items taken and the name of the court by which the warrant was issued. If the items were taken from a person, the inventory must be given to that person. If items were taken from a place or vehicle, the inventory must be given to the owner or person in apparent control of the premises or vehicle if the person is present; or if he is not, the officer must leave the receipt in the premises or vehicle from which the items were taken.

If during the search the officer lawfully, yet inadvertently, discovers items not specified in the warrant that are subject to seizure under N.C.G.S. 15A- 242, they may also take possession of the items discovered.

Pursuant to N.C.G.S. 15A-258, seized property must be secured in the Property and Evidence Section pending the appropriate disposition. Any items seized by the officer during an inventory search which subsequently becomes evidence of a crime, must be logged as evidence and also turned over to the Property and Evidence Section for potential analysis and/or submission in a subsequent prosecution.

Search and Seizure by Consent

A law enforcement officer may conduct a search and make seizures, without a search warrant or other authorization, if consent to the search is given. The consent needed to justify a search and seizure under state law must be given:

- By the person to be searched, or
- By the registered owner of a vehicle to be searched or by the person in apparent control of its operation and contents at the time consent is given.

- By a person who, by ownership or otherwise, is reasonably apparently entitled to give or withhold consent to search.

The search may not exceed, in duration or physical scope, the limits of the consent given. Upon completion of the search, the officer must complete an inventory of seized property and must provide a copy of the inventory to the person whom consented to the search.

Stop and Frisk

If an officer has reason to believe that their safety or the safety of others is in jeopardy at any time during a lawful encounter with an individual, even though the officer does not have grounds to arrest the individual, the officer may search for any dangerous weapons by an external pat-down of the clothing of the suspect. If, in the course of such a frisk, they feel an object, which they reasonably believe to be a dangerous weapon or contraband, the officer may take possession of that object. When seizing something other than a weapon in this type of search, the officer must be able to articulate that upon immediately touching the object, they knew it to be contraband per se. If the officer needs to manipulate the object in order to reveal its identity, the object cannot be seized.

Warrantless Vehicle Searches

Officers may make a limited warrantless search of a vehicle when they need to determine ownership of the vehicle, i.e. theft or vandalism.

Greenville Police Department officers may only perform warrantless searches of vehicles as allowed or authorized by statutory authority and prevailing case law.

Crime Scene Searches

A police officer's search of a crime scene shall be limited by the following factors:

- The consent given by the owner of the premises which contains the crime scene;
- The search is only permitted in areas necessary to discover or disclose evidence or contraband of the crime that has been committed at that scene;
- The exigency of the search to prevent further harm to the general public or the persons present in the premises;
- As limited by a search warrant;
- Contraband in plain view.

Urgent Necessity

When an officer reasonably believes that doing so is urgently necessary to save life, prevent serious bodily harm, or avert or control a public catastrophe, the officer may take one or more of the following actions:

- Enter buildings, vehicles, and other premises;
- Limit or restrict the presence of persons in premises or areas;
- Exercise control over the property of others

Exigent Circumstances

A search may be conducted without a search warrant if the officer has probable cause to believe evidence exists and that undue delay in obtaining a warrant would lead to destruction or movement of the evidence.

Other Searches and Seizures

A law enforcement officer may search the person of one whom they have lawfully arrested as an incident of such arrest. In the course of a search incident to arrest, an officer may lawfully take, from the person arrested, any property which such person has about them and/or which is connected with the crime charged or which may be required as evidence thereof.

Constitutionally permissible searches and seizures that are not regulated by the General Statutes of North Carolina are not prohibited.

Non-testimonial identification

A non-testimonial order is an investigative procedure authorized by N.C.G.S. 15A-271 which can be used to identify a perpetrator of a crime. It can also be used to exclude an individual from the pool of suspects.

Under this article, an officer may make application to a Judge for an order requiring suspects to submit to certain nontestimonial identification procedures such as:

- Fingerprints
- Measurements
- Urine, Saliva, and/or hair specimens
- Voice and/or handwriting samples
- Photographs
- Line-ups

Unless superceded by statute or court decision, a search warrant is required before obtaining blood from a suspect. Chapter 61, Section 61.1.11 addresses obtaining blood samples for violations of implied consent offenses.

Arrest

Under the authority of N.C.G.S. 15A, Subchapter IV Article 20, a police officer may arrest a person pursuant to the existence of a valid arrest warrant. Under the cited authority, an officer having a warrant in their possession may arrest the person named on or described in the warrant at any time and at any place within the officer's jurisdiction.

Under the cited authority, an officer who has knowledge that a warrant for arrest has been issued and has not been executed, but who does not have the warrant in their possession, may arrest the person named in the warrant at any time. The officer must inform the person arrested that the warrant has been issued and serve the warrant on the person as soon as possible. This applies even when the arrest process has been returned to the Office of the Clerk of Court.

In some circumstances, an officer may arrest without a warrant if probable cause exists. Probable cause has been interpreted as facts and circumstances that amount to more than mere suspicion, but less than proof beyond a reasonable doubt, that would lead a prudent person to believe a crime has been committed, or is about to be committed.

Police officers may arrest, without a warrant, any person who the officer has probable cause to believe has committed a criminal offense in the officer's presence.

An officer may arrest, without a warrant, any person who the officer has probable cause to believe has committed a felony or a misdemeanor and will not be apprehended unless immediately arrested, or may cause physical injury to himself or others, or damage to property unless immediately arrested.

An officer may also arrest, without a warrant, any person who the officer has probable cause to believe has committed a misdemeanor under North Carolina General Statutes 14-72.1 (larceny of property), and 14-134.3 (Domestic Criminal Trespass).

An officer may also arrest without a warrant, any person who the officer has probable cause to believe has committed an offense under North Carolina General Statute 50B-1, Domestic Violence, when the offense includes parties who are spouses, former spouses, persons of the opposite sex who live or have lived together, are related as parents and children or grandparents, have a child in common, are current or former household members, or are persons of the opposite sex who are in a dating relationship.

When making an arrest, a law enforcement officer must:

- Identify themselves as a law enforcement officer unless their identity is otherwise apparent
- Inform the arrested person that they are under arrest
- Inform the arrested person of the reason for the arrest, unless the cause appears to be evident.

An arrest is complete when the person submits to the control of the arresting officer who has indicated their intention to arrest, or the arresting officer, with intent to make an arrest, takes a person into custody by the use of physical force. After the arrest is completed, the arresting officer will take the arrestee, without unreasonable delay, before a judicial official. When the arrest is made without a warrant, the officer shall obtain a warrant for arrest.

Immunity

Greenville Police Department's Policy and Procedures Manual, Chapter 61, Section 61.1.3 addresses procedures for handling individuals having immunity from arrest.

1.2.3 ALTERNATIVES TO ARREST

CALEA STANDARD 1.2.6

Under the authority of the Chief of Police, police officers may exercise discretion in certain situations to the extent that an alternative to an arrest may be employed to resolve the situation. Warnings, referrals, informal resolutions, summonses and citations shall be considered approved alternatives to arrest. Alternatives to arrest must respect the rights of the parties involved and must accomplish a police purpose. Alternatives to arrest may include, but are not limited to, the following:

Citations and Summons

These are enforcement procedures that constitute alternatives to arrest solely by the fact that they may be used to preclude physical custody or are less severe enforcement options. Citations may also be used as an enforcement option for nonmoving traffic and equipment violations.

Warnings

Police officers may exercise discretion in minor traffic and ordinance violations by delivering oral and/or written warnings. Police officers are reminded that voluntary compliance is the goal of minor enforcement actions.

Referrals (In Lieu of Formal Action)

Referrals may be made to other departmental components, to other police or governmental agencies, to social service agencies, or to other organizations better suited to address and to resolve specific problem(s).

Informal Resolutions

Often, the interests of the parties involved are satisfied better by a mediated settlement on the scene rather than a formal prosecution in court. Resolutions of this nature should be by agreement with the affected parties and should not be employed as an excuse for not affecting an arrest. As a rule, informal resolutions should be documented by an Incident Report to record the police officer's motivation for using this particular alternative to arrest.

Pretrial Release Procedures

Pretrial release procedures are governed by Chapters 15A-532 through 15A-535 of the General Statutes of North Carolina. Only judicial officials as defined in N.C.G.S. 15A-101(5) may determine conditions for pretrial release. Greenville Police officers shall appear and testify in pretrial proceedings as necessary.

1.2.4 DISCRETION

CALEA Standard: 1.2.7

The purpose herein is to establish guidelines for use of discretion by Greenville Police Officers. Many instances of public contact will occur where an arrest may be made, but should not be affected, due to mitigating

circumstances. Generally, it is not the role of law enforcement to decide whether an offender should be prosecuted; that decision lies with the District Attorney.

It is the policy of the Greenville Police Department that any decision by a law enforcement officer not to arrest should be made only after careful consideration of the following:

- The arrest would cause a greater risk of harm to the general public than not arresting the offender;
- The arrest would cause harm to an offender who poses no threat of danger to the public;
- The seriousness of the crime committed.

A decision not to arrest when there are grounds for arrest is, at times, considered good law enforcement practice. Public empathy can be enhanced by the careful use of discretion and potential ill-will can be avoided.

Should questions arise concerning a particular situation, the police officer involved should confer with a supervisor.

1.2.5 RECORDING ARREST INFORMATION

CALEA Standard 1.2.5

Preparing Reports

The arrest report is designed for recording single or multiple charges on each person arrested. It is not necessary to complete one form per arrest when the date of arrest is the same. When a juvenile has been arrested or otherwise processed by the Department and released to the parents a Juvenile Contact Report shall be completed. Specific instructions for completing an arrest report are outlined in the Field Reporting Manual.

Fingerprinting and Photographing

North Carolina General Statute 15A-502 allows that a person charged with the commission of a felony or a misdemeanor may be photographed and fingerprinted for law-enforcement records only when that person has been arrested or committed to a detention facility, committed to imprisonment upon conviction of a crime, or convicted of a felony. North Carolina GS 15A-502 identifies the criteria for obtaining fingerprints from arrestees.

It shall be the duty of the arresting agency to require a person charged with the commission of a felony to be fingerprinted and to submit those fingerprints to the State Bureau of Investigation. North Carolina GS 15A-502 identifies the criteria for obtaining photographs of arrestees.

This statute does not authorize the taking of photographs or fingerprints when the offense charged is a Class 2 or 3 misdemeanor under Chapter 20 of the General Statutes, "Motor Vehicles". This statute does not prevent the use of photographs, videos, or fingerprints to show a condition of intoxication or for other evidentiary use. Statute 7B-2102, however, does authorize the taking of photographs and/or fingerprints of juveniles 10 years of age or older who have committed a non-divertible offense and are in the physical custody of law enforcement.

The Departments computerized Records Management System maintains current demographic and descriptive information and photographs of individuals arrested and/or photographed pursuant to an arrest.

1.2.6 STRIP AND BODY CAVITY SEARCHES

CALEA Standard 1.2.8

When an officer has lawfully and briefly detained an individual and the officer has articulable suspicion that the officer's safety may be in jeopardy, the officer may conduct a pat down search of the suspect as defined in Section 1.2.2. This search is of the exterior clothing of the suspect. If weapons or contraband are discovered, they can be seized. When a suspect is in custody, the officer can search the entire body, except body cavities, including clothing and inside pockets.

Although highly intrusive, strip and body cavity searches may sometimes be necessary to protect the safety of officers, civilians, and other prisoners and to detect and seize evidence of a crime. Such searches shall be conducted only with proper legal authority and justification and in accordance with Department policy and procedures. An officer must obtain a search warrant for a strip and/or body cavity search unless exigent circumstances make it impractical to obtain a warrant. Examples of such exigent circumstances include: the evidence would be destroyed or would dissipate while the officer sought a warrant or failure to immediately obtain the evidence would present a serious threat to the safety of any one of the persons involved in the search or arrest.

A **Strip Search** shall be defined as any search of an individual requiring the removal of all clothing to permit the visual inspection of skin surfaces including genital areas. An officer must have probable cause to believe that an individual is concealing contraband or weapons. Strip searches must be authorized by a supervisor and may be conducted only by designated Department personnel of the same sex as the person being searched and under conditions that provide privacy from all but those authorized to conduct the search.

A **Body Cavity Search** shall be defined as any search involving not only visual inspection of skin surfaces, but also the internal physical examination of body cavities. Should visual examination of a suspect during a strip search and/or other information lead an officer to believe that the subject is concealing a weapon, evidence, or contraband within a body cavity the following procedures shall be followed:

- Body cavity searches shall be performed pursuant to a search warrant or consent of the person being searched.
- Body cavity searches shall be performed only by a qualified physician or other medically trained personnel directed by a physician.
- An officer of the same sex as the person being searched will be present when the search is conducted.
- Body cavity searches shall be performed with due recognition and regard for privacy and hygiene concerns.
- The authorized medical personnel conducting the search shall furnish a copy of their report to the officer serving the search warrant.

All searches shall be conducted with regard to safety, legal seizure of evidence, and shall be conducted in a manner to be considered reasonable and legal by applicable judicial authorities. Additionally, all incidents specifically dealing with a *strip search* or a *body cavity search* will be documented completely and thoroughly. The report at a minimum shall include:

- Justification for the search
- Pursuant to a search warrant or consent
- Identity & role of person(s) present during the search
- Location of the search

1.2.7 BIASED BASED POLICING

CALEA Standard 1.2.9

The Greenville Police Department recognizes the value of criminal profiling as a useful tool to assist law enforcement officers in carrying out their duties. Officers are prohibited, however, from practicing bias based profiling in any manner. This includes the use of bias based profiling in traffic enforcement, suspect and vehicle searches, property seizures, and field contacts.

Biased based profiling is the selection of individuals based solely on a common trait of a group. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, culture, or any other identifiable groups. All complaints of bias based profiling will be routed through the Office of Internal Affairs as outlined in Greenville Police Department's Policy and Procedures Manual Chapter 52, Section 52.1.1. In addition, enforcement personnel will receive annual training on issues involving bias based profiling and the legal facets as outlined in Greenville Police Department's Policy and Procedures Manual Chapter 33, Section 33.5.1. The Internal Affairs Annual Summary of Internal Affairs Complaints shall include an Administrative review of agency practices on bias based profiling, to include citizen complaints or concerns.

1.3.1 USE OF FORCE

CALEA Standard: 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5

For the purposes of this directive, the following definitions apply:

ACTIVE RESISTANCE: This means that the subject is making physically evasive movements to defeat the officer's attempt to arrest or gain control including, but not limited to, bracing, antagonizing, pushing, striking, kicking, or verbally signaling along with physical actions of the intent to avoid or prevent from being taken into custody or retained in custody.

DEADLY FORCE: Deadly force is that force that is **intended to or likely to** inflict serious bodily injury or death.

EXCESSIVE FORCE: Excessive force is **any force** that is **unreasonable or unnecessary** under the circumstances. Excessive use of force is never called for or appropriate and will not be tolerated.

FORCE: Force is **any degree** of conduct beyond mere restraint. Authorized uses of force are restricted to amounts of force that are both reasonable and necessary to affect the objectives set out above.

IMMINENT/IMMEDIATE THREAT: Imminent threat is quantified by the courts as a **reasonable belief** that there is an immediate probability of an act or consequence occurring. Taken in the context of this section, the focus rests on subjective evaluation of whether a suspect's actions, if allowed to continue unchecked, are likely to result in death or serious bodily injury to a police officer or third person.

LAWFUL ARREST: A lawful arrest is one that is supported by probable cause and conducted in accordance with prevailing interpretations of the law.

MERE RESTRAINT: Mere restraint is the physical limitation of a person's freedom to come and go as that person desires. Whether scuffling, holding, or similar actions qualify as mere restraint depends on the circumstances of a specific situation.

NECESSARY FORCE: Necessary force is the minimum amount and degree of force sufficient to achieve a legitimate police objective. The kind and amount of force necessary and reasonable for self-defense and control of an aggressive suspect will not be the same for all police officers. Differences in police officer size, strength, skill level, defensive equipment, experience, and the number of police officers involved, may justify different kinds and levels of force in overcoming a threatening suspect.

NON-DEADLY FORCE: Less-lethal force is force that is not reasonably likely to cause death or serious bodily harm. Police canines are considered a form of less-lethal force.

PHYSICAL FORCE: Physical force may be deadly or non-deadly force. Physical force may take many forms, including the use of hands, less-lethal weapons, or even deadly force. Striking of any kind, as well as forms of restraint in which injury occurs, shall be considered the use of physical force. The pointing of any firearm directly at any person or the use of Chemical Mace or OC spray shall be deemed the use of physical force. For the purposes of this policy, physical force is any degree of physical action beyond mere restraint.

REASONABLE BELIEF: Reasonable belief depends specifically on when the facts or circumstances known to the police officer, or which should be known, are such as to the cause the courts (whether Judge alone or jury) or an ordinary and prudent person to act in a similar way under similar circumstances.

SERIOUS BODILY (PHYSICAL) INJURY: A bodily injury that creates a substantial risk of death causes serious, permanent disfigurement, or results in long-term loss or impairment of the functioning of any bodily member or organ.

General Policy

Police officers will use only the amount of force necessary and reasonable under the circumstances to control a situation, effect an arrest, overcome resistance to an arrest, to gain control of a subject or protect themselves or others from bodily harm. In considering the force to be used, the officer will consider the severity of the crime at issue, whether the individual(s) pose an immediate threat to the officer or others including the individual, and whether the individual is actively resisting arrest or attempting to evade arrest. When it becomes necessary to use force, only the amount of force necessary to overcome resistance or control the situation shall be used. Any force used must be in direct proportion to the resistance of the individual or suspect so that the officer can control the situation and prevent harm or injury to the individual, officer, and others. No police officer may use excessive or unreasonable force toward any person, whether that person is a suspect or not.

In situations where the subject is mentally ill, or shows behavior that may indicate a mental illness, EMS may be called to transport a subject. If there are no commitment papers and/or the person has not demonstrated intent to harm themselves then officers are not authorized to physically force a subject to be transported by EMS, even if a doctor has ordered EMS to transport.

The use of force by police officers of the Greenville Police Department will be progressive in nature whenever possible. This force may be in the form of the following:

- Verbal Commands- communication
- Less-lethal Physical Force (Primary or Intermediate Force)
- Deadly force

Force shall not be used in a punitive manner and police officers will discontinue its use when the reason that justified its use no longer exists. At any time deadly or less-lethal force is used against an individual and the individual claims injury, whether or not that injury is apparent to the officer or officers involved, the involved officer will immediately request an EMS response to the scene. The involved officer will render first aid to the individual until the arrival of EMS unit.

Greenville Police Department Animal Control Officers are not certified as law enforcement officers. However, they may be authorized to carry less-lethal weapons including OC spray and impact weapons to provide protection in the performance of their duties against aggressive animals. They are not authorized to use these weapons against humans. If any non-sworn employee feels threatened or otherwise believes the use of force may be necessary, they should request a police officer to respond.

Use of Verbal Force

In dealing with individuals, each employee must attempt to inspire respect and generate cooperation and approval of the public. Employees will be courteous and civil in their relationships with the public. The manner in which an employee speaks can be an effective means of exerting verbal force in order to control a situation. Verbal force may be in the form of warnings, advice, or persuasion. Volume and tone control in and of itself may be progressive in nature depending upon the circumstances. By using reasonable and necessary verbal force, employees may not have to resort to the use of other forms of force.

Use of Less-Lethal Physical Force

Use of reasonable physical force is justified when the officer reasonably believes that force is necessary under the circumstances to take an individual or suspect into custody where the individual or suspect is actively resisting and/or there is an immediate threat of harm to the officer or others.

Primary Force

Primary force involves actual physical bodily contact with a person and forcibly subduing that individual until resistance is overcome. Primary force excludes the use of weapons or objects that could be used as weapons. In no instance will employees use primary force in excess of that which is reasonable and necessary to lawfully and properly neutralize an unlawful assault or overcome resistance by a person being taken into custody.

Intermediate Force

Intermediate force is the use of less-lethal weapons against a person to forcibly subdue that individual with the assistance of these weapons until resistance is overcome. These weapons should be employed in a manner that is consistent with the resistance that the officer is attempting to overcome.

Approved GPD non-lethal weapons include:

- OC-Spray
- TASER
- Expandable Baton
- Police Canine

Oleoresin Capsicum (OC) Spray

OC-Spray is an aerosol spray designed to incapacitate a resisting subject(s) so that they may be taken into custody. The Greenville Police Department only issues and authorizes the use of non-flammable OC spray. If OC spray has been used against an individual, the individual will be provided appropriate decontamination materials and assistance as soon as the scene is secured and officer safety and the safety of bystanders is no longer a concern. If the individual continues to complain following decontamination, the officer will immediately request an EMS response to the scene. Prior to carrying OC-Spray, officers must be certified in its use.

The mere presence of a crowd or failure of the group to disperse upon immediate command of a police officer shall not justify the deployment of OC spray into a gathering of people. Justified use of OC spray in crowd control situations are listed below:

- The crowd is agitated or growing agitated and actively voices intent to not disperse and their actions lead the officer to believe that allowing the crowd to remain would result in property damage or injury to themselves or others.
- The crowd is actively engaged in fighting or agitating language that is about to erupt into fighting or a riotous situation.
- The crowd is actively engaged in damaging property or attempting to injure others.

A detailed Use of Force Report will be submitted anytime OC spray is used.

TASER

The TASER is an electronic control device that can be used to control or subdue individuals an officer can articulate as being violent or potentially violent when deadly force does not appear to be justified and attempts to subdue the subject by other conventional tactics have been, or likely will be, ineffective in the situation. Officers must be trained in the use of the TASER before being authorized to carry a TASER and must attend annual recertification training after the initial training. Officers who are trained and equipped with a TASER may use the TASER in lieu of, or in conjunction with, non-flammable OC-Spray, such as issued to Greenville Police, to control violent or potentially violent individuals. Under no circumstance will the TASER be used at the same time or in conjunction with OC-Spray *when* the OC user is a law enforcement officer with any agency *other than* the Greenville Police Department. Prior to using the TASER, the officer should ensure that there are no flammables present. If an individual has been sprayed with OC-Spray by a law enforcement officer, other than a Greenville officer prior to our arrival, the TASER device shall not be deployed.

No policy or guideline can anticipate every situation that officers might face, but in general terms, officers may consider using the TASER when they can reasonably articulate grounds to arrest or detain a subject *and* the subject has demonstrated that he or she will likely use physical force to resist the arrest or detention, *or* may otherwise harm or attempt to harm the officer, another person, or himself/herself. Decisions to use the TASER must be based on the totality of circumstances known to the officer at the time of the incident and the force options reasonably available to the officer.

The TASER shall not be used to subdue or control a handcuffed subject unless there is a reasonable expectation that it will be unsafe for officers to approach within contact range of the suspect *or* the officer feels that the use of

the TASER is necessary to prevent serious injury to the officer, detainee, or others. Examples of such a situation may include, but are not limited to:

- The suspect is punching, kicking, biting, or
- Lesser force options are ineffective or likely to be ineffective, or
- Circumstances are tense, uncertain, and rapidly evolving
- The suspect is involved in an activity that could result in serious injury to him/her (violently banging their head on the patrol vehicle cage, running into traffic, etc.)

A detailed Use of Force Report and a download of the TASER by the office of Internal Affairs will be submitted anytime the TASER is used. If the TASER is used to control or detain a handcuffed subject, the use of force report must include the officer's justification for deploying the weapon.

At any time the TASER is deployed against an individual, the officer(s) involved will provide appropriate first aid assistance and may request an EMS response to the scene if necessary. Officers are allowed to remove TASER barbs from an individual unless the TASER barb is in the face, neck, head, or any other sensitive area. If the officer believes an EMS response is more appropriate, then the officers shall request an EMS response in these situations or if the individual who has been TASED requests that EMS respond.

TASERS that experience a problem should be returned to a TASER Instructor who will inspect it. If the TASER needs to be returned to the TASER Manufacturer then an online repair form is completed, a RMS tracking number obtained, and the TASER is packaged and returned. The return is documented on a TASER log. If an officer's TASER is returned due to a problem the officer is temporarily reassigned another TASER if one is available, otherwise the officer must wait for the return of their TASER.

In addition to a download after every use of force situation all TASERS shall be downloaded and inspected semi-annually by the Patrol Division Platoon Sergeants.

Expandable Baton

The expandable baton is a defensive weapon and may be used as such. It is effective in open areas, for crowd control, for "come-along" techniques, and as a visual deterrent. Except in deadly force situations, the expandable baton should never be used to strike a person about the head or neck. Prior to carrying the expandable baton, all enforcement personnel must be certified in its use and attend recertification annually thereafter.

Police Canine

The police canine is also considered a form of intermediate force. Canine officers may deploy their canine in accordance with Greenville Police Department's Policy and Procedures Manual Chapter 41, Section 41.4.2.

Greenville Police Department authorized non-deadly weapons will be used in accordance with the current established Departmental-training standards. Any other non-deadly objects that a police officer uses to assist in subduing an individual will, for the purpose of this policy, be considered intermediate force. The use of intermediate force will be restricted to quelling physical confrontations where lesser verbal or physical force would be, or has been, ineffective or inappropriate.

Use of Deadly Force

A police officer may use deadly force only when that officer reasonably believes that the action is in defense of human life, including the officer's own life, or in the defense of any person, including him or herself, in immediate, imminent danger of serious bodily injury. A police officer will fire his or her weapon under these circumstances only as a last resort, and, where practicable, will first give a verbal warning. Excessive use of force will not be tolerated.

Prohibitions

- Deadly force will not be used when less force would be sufficient to affect an arrest.
- Deadly force will not be used when there is substantial danger of innocent bystanders being injured.

- Firing into buildings, doors, windows or other openings when the target is not clearly identifiable is prohibited.
- Police officers will not discharge a firearm at or from a moving vehicle except as a necessary measure of self-defense or defense of another when the suspect is using deadly force.
- The use of the tactical light on the issued Glock 37 for any purpose other than that considered being a deadly force situation or tactical building/area search where a deadly force situation may arise is strictly forbidden and will be considered “gross negligence”.

Use of Force When Suspect Resists or Flees Arrest

Deadly force may be used only when necessary or appears to be reasonably necessary to:

- Protect against deadly force that the arrestee is using to resist arrest
- Take into custody, or keep in custody, a person who is either using a deadly weapon in an attempt to escape, or presents an imminent threat of death or serious physical injury to others unless apprehended immediately

Warning Shots

The discharge of a firearm for the purpose of a “warning shot” is prohibited without exception.

Animals

The killing of an animal is justified under the following circumstances:

- Self-defense
- To prevent imminent death or serious injury to the police officer or other people;
- When the animal is so sick or badly injured that humanity requires its relief from further suffering and an Animal Control Officer is not immediately available, and with the approval of a supervisor.

1.3.2 (SOP1-3-2) REPORTING REQUIREMENTS FOR USE OF FORCE

CALEA Standard: 1.3.6, 1.3.7, 1.3.13

Deadly and Less-Lethal Weapons

Any employee that has occasion to use any physical force to any extent other than a crowd-restraining action, a blocking action where there is no bodily contact with the baton, or a “move- along” or “come-along” technique, will make a complete written report to his or her supervisor on the Use of Force form. A Use of Force form shall be completed by the employee and submitted to an on-duty supervisor in the following instances:

- A police officer discharges a firearm other than in training, for recreational purposes, or during the euthanasia of a sick or injured animal as addressed in 1.3.1.
- Any action by any employee results in an injury or death to the person(s) arrested or other person(s); or injury to the employee.
- An employee applies any physical force
- An employee applies any force through the use of lethal or less-than-lethal weapons.

Command Staff will be notified immediately when there is a police firearms discharge or an employee action that results in death or a serious injury. Reports from the Firearms Discharge Investigative Team and the Use of Force forms shall serve as the required written reports.

The on-duty supervisor receiving a Use of Force report(s) shall forward the original report with any written comments or recommendations to the Office of Internal Affairs. Use of Force reports shall be disseminated as follows:

- Original: Internal Affairs
- Copies: Chief of Police
Bureau Commander
Training Section
Accreditation

In the event any of the instances cited above occur while the employee is off-duty, the employee shall immediately notify the supervisor on duty. The on-duty supervisor will gather pertinent facts and make the necessary notifications.

Discharge of Firearms/Firearms Discharge Investigative Team

In the event of a firearms discharge involving an employee, the Platoon Commander on duty will be responsible for the notification of the Office of Internal Affairs. The members of the Firearms Discharge Team will be notified by the Office of Internal Affairs and advised where to assemble. SOP 1-3-2, Attachment D covers the selection and assignment of the Firearms Discharge Investigative Team.

Criminal Investigation Procedures

A criminal investigation and the internal investigation may be conducted simultaneously, but independently of each other.

The Forensics Services Section will be responsible for processing the scene and providing copies of all reports and photographs to the Firearms Discharge Investigative Team and the officer(s) assigned to conduct any criminal investigation.

The police officer involved in the shooting will be interviewed outside the presence of any police officer not assigned as a member of the Firearms Discharge Investigative Team or the Office of Internal Affairs.

Annual Analysis of Incidents

All incidents involving the application of force through the use of a weapon shall be reviewed as set forth above. Additionally, the agency will conduct an annual analysis of Use of Force incidents that includes both deadly and non-deadly force incidents. The Office of Internal Affairs will prepare the analysis for review by the Chief of Police.

1.3.3 TEMPORARY REMOVAL FROM LINE DUTIES

CALEA Standard: 1.3.8

Any Greenville Police Department employee, whose use of force results in a death or serious physical injury, shall be removed immediately from any line duty assignment pending administrative review of the incident. The City of Greenville Employee Assistance Program (EAP) and/or other counseling services will be offered to any employee(s) involved in such a situation. Temporary removal from line duties may result from other types of critical incidents or traumatic situations, such as serious motor vehicle crashes, at the discretion of the Chief of Police.

1.3.4 AUTHORIZED DUTY WEAPONS

CALEA Standard: 1.3.9

Greenville Police Department employees are only authorized to carry and use weapons, lethal and non-lethal, issued by the Department unless otherwise approved by the Chief of Police or designee (Attachment E). Officers may carry a non-issue pocket knife, however, use of such a knife as a weapon is prohibited.

Department Issued Handgun

Greenville Police Officers are authorized to carry their Department issued or other Department approved handgun while off duty. When carried, the Department issued handgun shall be fully loaded with Department issued ammunition only. Greenville Police Officers are required to carry their issued or approved handguns while on duty, with the exception of special covert situations that may require an undercover officer to be unarmed. Uniformed Officers are required to carry their issued Glock 37 with attached tactical accessory light and appropriate issued holster. Officers are reminded that these tactical accessory lights are to be used for approved tactical operations only. (Refer to Greenville Police Department's Policy and Procedures Manual Chapter 1, Section 1.3.1, Use of Force and Chapter 26, Section 26.1.2, Code of Conduct and Appearance) Officers carrying Department issued handguns or other approved and concealed handguns, whether working or off-duty shall also carry their badge and police issued credentials.

Sworn Officers who wear plain clothes while on duty may request to carry a Glock Model 38 or Model 39 handgun which is the smaller, lighter version of the Glock 37. Officers must request permission to carry one of these lighter versions with the understanding that the cost of the weapon and the holster are the responsibility of the individual officer. The Training Coordinator will provide a list of approved duty holsters for Glock Model 38 and 39 handguns and must approve the officer's choice prior to carrying the weapon on duty. Officers choosing to carry the Model 38 or Model 39 must also qualify with that weapon on the primary qualification course prior to receiving final approval to carry it. Plain Clothes Officers who report to work in uniform must carry the issued Glock Model 37 with attached tactical accessory light and issued holster. The only acceptable grip is the original manufacturer's stock grip. The ranking firearms instructor may approve other grips, such as oversized stock grip for police officers with large hands or the "Pachmayr" rubberized grip, to correct a shooting problem. Bone, pearl, decorator, or target grips are not authorized.

Department Issued Shotgun

Shotguns carried by the Greenville Police Officers will be that type issued by the Department or a personally owned shotgun of the same type. Personally owned shotguns must be approved by a Department Firearms Instructor. At the discretion of the Chief of Police, police officers in certain positions may be issued other types of weapons. Officers must meet mandatory qualification requirements to carry a shotgun.

Shotguns may be issued to police officers upon request and as permitted by availability. If carried in the passenger compartment of the police vehicle, the shotgun shall be secured in the shotgun lock. If the vehicle is not equipped with a shotgun lock, the shotgun shall be secured in the trunk of the vehicle.

The Department will provide the necessary training for all police officers in firearms safety and use of the shotgun. The shotgun is not intended to replace a police officer's duty weapon, but should be considered a supplementary weapon for use as particular situations dictate, e.g., searches for dangerous suspects, stakeouts, building searches, etc. The only ammunition approved for duty will be that specified and issued by the Department. When carried in the police vehicle, the shotgun will be loaded in the "cruiser safe" position with ammunition loaded in the magazine tube, no rounds in the chamber, and the safety on. All loading and unloading will be performed outside of buildings and cars. At the termination of any situation that required loading a round into the shotgun chamber, the police officer will:

- Point the weapon in a safe direction (away from buildings and people)
- Ensure the safety is on
- Remove the round from the chamber and return it to the magazine tube
- Ensure the shotgun is loaded in the "cruiser safe" position (safety on – no round in the chamber)

At the end of the tour of duty or anytime the shotgun must be unloaded completely, the police officer will:

- Point the weapon in a safe direction (away from buildings and people)
- Ensure the safety is on
- Partially open slide and make sure the chamber is empty
- Remove shells from the magazine tube by use of the shell catch

Rounds should never be cycled through the chamber to unload the shotgun.

At the end of the tour of duty the police officer shall remove the shotgun from the patrol vehicle and the shotgun shall be stored in a secured location.

Department Issued Rifles

Rifles carried by Greenville Police Officers will be that type issued by the Department or has been approved by the Chief of Police or designee. Department owned rifles will be issued to specially selected police officers. When carried in the police vehicle, rifles shall be stored by securing the rifle in the trunk of the police vehicle in the rifle case. During storage the rifle shall be placed on safe, the chamber empty, and two fully loaded magazines shall be stored with the rifle in the case.

The Department will provide the mandatory training to the selected police officers prior to being issued a rifle. The rifle is not intended to replace the police officer's duty weapon, but should be considered a supplementary weapon for use as particular situations dictate, e.g. building searches, searches for dangerous suspects, k-9 tracks, perimeter security, high risk traffic stops, and active shooter situations. The only ammunition approved for Departmental rifles will be that issued by the Department. Upon deployment of the rifle the officer shall insert a fully loaded magazine and chamber a round. Administrative loading and unloading shall be done outside of buildings and vehicles. At the termination of any situation that required loading a round into the chamber, the police officer will;

- Ensure safety is on
- Point the rifle in a safe direction (away from buildings and people)
- Release the magazine
- Remove the round from the chamber and return it to the magazine
- Ensure the chamber is empty, release the bolt, and close the dust cover
- Return the rifle and the magazines to the case, then properly store in the vehicle

At the end of the tour of duty the police officer shall remove the rifle from the patrol vehicle and the rifle shall be stored in a secured location.

Authorized Reserve Officer Handguns

The Greenville Police Department Reserve Officer Program requires Reserve Officers from other agencies to carry their own firearm as long as the firearm meets the approved Reserve Officer firearms guidelines. Authorized handgun makes are as follows:

- GLOCK
- Smith & Wesson
- Beretta
- Sig Sauer
- Springfield

Authorized calibers of handguns are:

- 9 mm
- .45
- .45 G.A.P.
- .40
- .357 SIG

Other Issued Weapons

The Emergency Response Team will be responsible for the maintenance and use of chemical munitions and other specialized equipment at the direction of the Chief. The Emergency Response Team Leader will be responsible for ordering chemical munitions and disposing of outdated munitions. The decision to use chemical munitions will be made by Command personnel. All other special purpose weapons authorized for use shall be identified and issued under the direction of the Chief of Police.

Less-Lethal Weapons

The Greenville Police Department has authorized the use of the expandable baton, OC spray, and the TASER as non-lethal weapons that a police officer may carry while on duty. Police officers are only authorized to carry Department issued OC Spray, expandable batons, and TASERs. Police officers are prohibited from carrying or using blackjacks, saps, weighted gloves, bludgeons, metal knuckles, switchblade knives, and "Nanchaku". Police officers may carry a standard pocketknife.

Ammunition

Police officers will carry only Department issued ammunition in their duty weapons. While on duty, uniformed officers shall carry the minimum number of rounds of ammunition needed to fully load their issued handgun and fully load two extra magazines.

Police officers assigned to non-uniform positions or officers working off-duty jobs are required to carry, at a minimum, their fully loaded Department issued or approved handgun. All police officers are responsible for the condition of their duty ammunition and must replace duty ammunition annually.

Maintenance and Inspection of Weapons

Operating Condition

Police officers shall keep all Department issued firearms clean and in good operating condition at all times. They shall regularly inspect all firearms carried on duty for residue, corrosion, or other signs of deterioration.

Cleaning

Police officers will clean firearms as soon as possible after they have been discharged, unless otherwise directed by a unit/platoon commander. This includes both handguns and shotguns.

Inspection

The Department armorer(s) will perform a complete inspection of the mechanical workings of all Departmental issued firearms at least annually and document these inspections.

In the event a Departmental weapon is determined to be damaged, or otherwise not in proper working condition, corrective measures will be taken immediately. If a Department armorer can repair the weapon, such repairs will be made and the weapon returned to the officer. If it is not possible to make the repairs quickly, the officer will be issued an alternate weapon until repairs can be made. The officer will be required to qualify with the alternate weapon prior to returning to duty.

Unit supervisors will conduct inspections of duty weapons to verify compliance with the provisions of this directive. Personnel are prohibited from un-holstering any firearm or other weapon for inspection by anyone, except upon demand of a superior or inspecting police officer, or in the performance of their official duties.

Security

Police officers are personally responsible for the security of firearms maintained in their custody and control. All weapons will be removed from the vehicle when left for maintenance or repair of any type.

Secondary Weapons (Backup and Off-duty)

A personally owned secondary firearm may be carried on duty as a backup weapon and/or off duty at the discretion of each individual police officer. Secondary weapons must be at least .32 caliber. No Derringers or similar weapons are permitted.

All secondary weapons and ammunition must be registered with the Training Section and be approved by the Chief of Police. No secondary weapon may be carried unless the police officer has qualified with the weapon as required by the Training Section. Officers may qualify with, and receive approval for, no more than two secondary weapons. Ammunition for secondary weapons shall be provided by the police officer. Each individual police officer is responsible for the maintenance and repair of his or her personal secondary weapon and ammunition.

Secondary weapons will be carried in a concealed and safe manner at all times. Secondary weapons, carried as a backup, will be used only when the primary weapon (duty weapon) is inaccessible. To avoid any possible mistake, ammunition for backup weapons will not be carried in issued duty ammunition pouches, magazines, or magazine holders. The Chief of Police may prohibit the carrying of secondary weapons in any circumstances he deems appropriate.

While off duty, no police officer of the Greenville Police Department will wear a weapon in such a manner so as to attract attention or be in open view of the public. No police officer will be permitted to possess or carry a concealed weapon at any time while the police officer is consuming or under the influence of any intoxicating beverage or impairing medication.

Police officers are not required to carry weapons while off-duty, but may elect to do so. Police officers who elect to carry their service weapon or other approved handgun while off-duty will be required to have in their possession the Department issued badge and official identification card. Any police officer that elects not to carry a handgun while off-duty shall not be subjected to disciplinary action if an occasion should arise in which he or she could have taken police action if they were armed. Police officers shall, however, be armed with an approved firearm at all times when operating a police vehicle.

If in the course of an internal investigation, the Chief of Police or a designee requests a police officer to provide a secondary weapon or ammunition for scientific examination or other purpose relevant to the investigation, the police officer shall provide such weapon or ammunition as requested. Failure to comply may result in termination from employment.

Concealed Handguns Outside Territorial Arrest Jurisdiction While Off-Duty

Authority

Subject to the rules set forth in this policy and applicable North Carolina General Statutes, off-duty officers who are outside the territorial arrest jurisdiction of the Greenville Police Department are authorized to carry a concealed handgun any place in the state of North Carolina and as authorized by the Law Enforcement Officer Safety Act of 2004.

Any off-duty officer who is outside the territorial arrest jurisdiction of this Department is private citizen with no authority to do any act that is not lawful for a private citizen under identical circumstances. The burden is on the officer to know and comply with all laws governing the possession and use of a deadly handgun by a private citizen.

Restrictions for Off-Duty Officers outside the Territorial Arrest Jurisdiction

An Off-Duty Officer Who Is Outside the Territorial Arrest Jurisdiction of This Department:

- Cannot possess a concealed handgun while consuming any amount of alcohol or while under the influence of alcohol, or any medicine or other substance that impairs mental or physical capabilities, nor shall a concealed handgun be carried for a period of eight (8) hours after the most recent consumption of alcohol or impairing substances.
- Cannot use any force, deadly or non-deadly, or take any action to enforce the criminal law, or prevent a crime from occurring, unless a private citizen is authorized under North Carolina law to take the same action under identical circumstances.
- Cannot carry any concealed handgun while off-duty, inside or outside territorial arrest jurisdiction, while on probation, while suspended, or while specifically ordered or restricted by any superior officer of this agency.
- When carrying a firearm outside of the State of North Carolina, officers must abide by the laws concerning off-duty police officers of that particular State when choosing to carry a firearm in an off-duty capacity.
- Must carry Departmental identification and badge at all times a concealed handgun is carried off-duty, inside or outside territorial arrest jurisdiction.
- Can only carry a concealed handgun with which they have qualified through the Greenville Police Department.

1.3.5 WEAPONS PROFICIENCY, TRAINING, AND QUALIFICATIONS

CALEA Standard: 1.3.10, 1.3.11

Greenville Police Department personnel are only allowed to carry authorized weapons for which they have been approved to carry and which they have demonstrated appropriate proficiency.

Annual Firearms Qualifications

All Department personnel authorized to carry lethal weapons will qualify to Departmental standards on the firing courses identified in this directive. All weapons qualifications will be based on courses of fire designed and monitored by an instructor certified to State of North Carolina standards.

All officers are required to qualify as follows:

- Duty Weapon Annually on daytime course
 Annually on nighttime course
- Secondary Weapon Annually on daytime course
 Annually on nighttime course
- Shotgun Annually on daytime course
 Annually on nighttime course

All police officers will be required to pass a written test with a minimum score of 70 percent.

Unless otherwise specified in this directive, police officers will qualify using service ammunition provided by the Department. Police officers qualifying with secondary weapons will be required to supply their own ammunition.

Only personnel demonstrating proficiency with the weapon by meeting the requirements of the shooting courses will be allowed to carry the weapon. Any police officer that fails to meet Departmental standards of qualification will be provided remedial training by a certified firearms instructor. The police officer will not return to normal duty and will remain assigned to the range until a passing qualification score is met. This remedial training will include a review of basic shooting skills and shooting drills to identify and correct deficiencies. At the completion of remedial training, the officer will be required to re-qualify with the weapon to document satisfactory performance before returning to normal duty.

Police Officers are permitted and encouraged to practice with their issued weapons on their off-duty time to maintain proficiency and improve qualification scores. This could include the practice of drawing the weapon from the holster at home with an empty weapon or actual range firing practice with their duty weapon at a facility approved for gunfire. Officers need not obtain permission to practice with their duty weapon, but must keep in mind that all safety rules recognized during departmental training should also be applied during off-duty practice. The Police Department does not provide off-duty practice ammunition and officers will not be compensated for time spent at a firing range during scheduled time off.

Training and Proficiency Monitoring and Documentation

These general requirements are to be followed, unless otherwise specified by the Chief of Police

The Firearms Instructor shall:

- Provide training, technical assistance, weapon inspections, range qualification schedules, and other services relating to the shooting qualification program, which are consistent with the position description of the Training Coordinator and the goals of the shooting program;
- Complete a Weapons Qualification Report whenever a police officer qualifies on a course of fire as designated in this directive.
- Maintain complete control and supervision of all personnel while on the range;
- Notify the appropriate Bureau Commander of any police officer experiencing difficulty in qualifying;
- Consult with the appropriate supervisor to determine the training measures needed to develop the shooting ability of the police officer in question to Departmental standards;
- Restrict access to any weapons that a police officer fails to qualify with under Departmental standards;
- Notify the Chief of Police through the chain of command of any police officer who fails to qualify;
- Maintain completed Weapons Qualification Report in each police officer's training file.

The Training Coordinator shall prepare a report, due annually in January, that contains the following:

- A review of the Training Coordinator's log to determine which police officers need additional training and initiate appropriate training measures;
- A review of the Weapons Qualification Program, including less-lethal weapons, and make changes as necessary to ensure the program achieves training and qualification standards consistent with current legal requirements.

Less-Lethal Weapons Proficiency

All agency personnel authorized to carry weapons shall receive annual in-service training and shall demonstrate proficiency with less-lethal weapons. Demonstrated proficiency with less-lethal weapons shall consist of at least the same minimum requirements existing at the employee's entry level. Employees who fail to demonstrate proficiency shall not be returned to duty with that weapon until such time as proficiency is demonstrated and documented. In-service training and qualifications for less-lethal weapons shall include:

- OC Spray
- TASER
- Expandable Baton
- Defensive Tactics
- Driving

In-Service Training – Use of Force

All agency personnel authorized to carry and use weapons shall receive annual in-service training on the Department's Use of Force policies. In addition to annual in-service training, use of force training shall include legal and legislative updates, shift briefing and training memorandums.

The formal annual use of force training shall include at a minimum:

- Familiarization of officers with legal justifications for and obligations of using force
- Discussion of appropriate uses of force and force continuum
- Importance of thorough documentation of uses of force
- Familiarization of officers with rights/duties/obligations of using force as a private citizen

The Greenville Police Department does not authorize the use of neck restraints or similar weaponless control techniques as a routine use of force. Annual in-service use of force training will include the progression of force to include verbal, physical, non-lethal, and lethal.

1.3.6 POLICY DISTRIBUTION**CALEA Standard: 1.3.12**

All personnel authorized to carry lethal and less lethal weapons shall be instructed in the Department's policies and procedures regarding the use of force, both lethal and less-than-lethal, before they are authorized to carry a weapon. The issuance of policy and the instruction shall be documented.

All personnel shall be provided a written copy of the Department's policies and procedures regarding the use of less-than-lethal force and the use of deadly force before they are authorized to carry a weapon. Each police officer will receive an instructional review of the Greenville Police Department's Use of Force directive during the annual in-service firearms training.



North Carolina
County of Pitt
City of Greenville

Oath of Office

I, _____, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Police Officer, so help me God.

You have taken an oath of office but as a law enforcement officer additional trust has been placed in you, please repeat after me.

I, _____, do solemnly swear (or affirm) that I will be alert and vigilant to enforce the criminal laws of this State; that I will not be influenced in any matter on account of personal bias or prejudice; that I will faithfully and impartially execute the duties of my office as a law enforcement officer according to the best of my skill, abilities, and judgment; so help me, God.

Signature

Sworn to and subscribed before me this _____ day of _____, _____

Deputy/Asst/Clerk of Superior Court
District/Superior Court Judge

Attachment A



Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulation of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and the relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts or corruption of bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession law enforcement.

Attachment B



North Carolina
County of Pitt
City of Greenville

Civilian Law Enforcement Professionals Code of Ethics

As a civilian employee, I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will remain professional in the face of conflict, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions.

I recognize the position of my office as a symbol of professionalism and integrity, and I accept it as a public trust to be held so long as I am true to the ethics of law enforcement civilian service. I will never engage in acts of corruption and bribery, nor will I condone such acts by others. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.


I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.

Signature

Date: _____

Personnel / Recruitment

Attachment C

GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
SOP 1-3-2	Use of Force: Report Procedures/Firearms Discharge Investigative Team	
Date Initially Effective: 04/23/09	By The Order Of:  Hassan Aden, Chief of Police	
Date Revised: 01/11/13	Date Reissued: 01/11/13	Page 1 of 2

A. PURPOSE

The purpose of this procedure is to establish guidelines for the reporting of use of force incidents and to identify the selection process and duties of the Firearms Discharge Investigative Team in reporting and investigating the discharge of a firearm by Departmental personnel.

B. PROCEDURES

Any supervisor receiving a Use of Force report(s) shall forward the original report with any written comments or recommendations to the Office of Internal Affairs. Use of Force reports shall be disseminated as follows:

- Original: Internal Affairs
- Copies: Chief of Police
Division Commander
Training Section
Accreditation

Use of Force reports must be completed so as to contain sufficient information for Command Staff personnel to review the circumstances of the incident. The type of force and the manner in which it was used must be described in detail. Appropriate Command Staff personnel will review the report to determine if policy, training, weapon/equipment, or disciplinary issues should be addressed.

Discharge of Firearms/Firearms Discharge Investigative Team

Team members will be placed alternately, with one (1) member being replaced on ODD numbered years by January 31, and two (2) members being replaced on EVEN numbered years by January 31. No member shall serve more than three (3) consecutive years. An alternate member will be selected and will be replaced each year.

Selection of team members will be made based on nominations from each respective Bureau. Each Bureau will present, in writing, a list of their nominations. The final selection of team replacements will be made by the Chief of Police based on recommendations from the team. Probationary police officers are not eligible for this team.

The Firearms Discharge Team will interview persons having information on the incident outside the presence of any member of the criminal investigation team. While information developed by the criminal investigation team may be provided to the Firearms Discharge Team, any compelled statements or evidence developed by requiring police officer cooperation with the Firearms Discharge Team may not be disclosed to the criminal investigation team.

The Firearms Discharge Investigative Team acts under the authority of the Chief of Police and, as such, compliance shall be provided with any part of the investigation by all members of the Greenville Police Department. Firearms

Discharge Investigative Team members involved in the investigation will be assigned to the Office of Internal Affairs until the investigation is complete.

The investigation of a shooting, or discharge of an employee's firearm, will focus on determining the following points:

- Whether the shooting was within policy, in violation of policy, or accidental
- Whether or not the incident was avoidable
- What are the possible training considerations raised
- How was the quality of supervision
- Development or recognition of possible employee behavior patterns to aid in determining current or possible future City liability

A written report will be presented to the Chief of Police by the Firearms Discharge Investigative Team at the conclusion of their investigation. The report shall include relevant facts and circumstances surrounding the incident and a conclusion as to whether or not the discharge violates an agency directive. While making no specific disciplinary or personnel recommendations, the report will address the points outlined previously. The accompanying documents (lab reports, witness statements, etc.) will also be attached to the completed investigation for examination by the Chief of Police.

Greenville Police Department Authorized Lethal and Non-Lethal Weapons Systems Inventory

Weapon – Specifications – Purpose - Location

Handgun – Glock Model 37 GAP 45 cal. Handgun – Issued to all officers
Handgun – S&W .357 cal. Revolver – Used for Simunitions – In the Armory
Handgun – S&W .38 cal Revolver- Used for Simunitions – In the Armory

Shotgun - Remington Model 870 12 gauge pump shotgun – Issued to Patrol Division
Shotgun - Mossberg 500 12 gauge – Used by ERT for Less Lethal munitions
Shotgun – Mossberg 590 12 gauge– Used by ERT
Shotgun – H&K Super 90 12 gauge shotgun – In the Armory

Rifle – Model 120 A Springfield 22 cal. – Dispatching injured animals - Used by Animal Control Rife – 32 gauge single shot – tranquilizing - Used by Animal Control
Rifle – Ruger AC 556 .223 cal. – In the Armory
Rifle – Remington 700 308 cal. – Issued to the ERT Sniper
Rifle – Bushmaster .223 cal. – Issued to ERT
Rifle – H&K MP-5 9mm – Issued to ERT
Rifle – Rock River Arms. 5.56 – Issued to various patrol officers

Taser – X-26 – Issued to officers
Taser – M-26 – Taser Cabinet

OC Spray – Vexor V7 1 oz can – Issued to officers
OC Spray – Fox Lab 2 oz & 16 oz can – Issued to officers
OC Spray – Def Tech Mark 9 12 oz can – Issued to officers

Baton – ASP Expandable Baton – Issued to officers
Baton – Monadnock Expandable Baton – Test & Evaluation purposes only - 2 Issued

K-9's – 4 Belgian Malinois and 1 Sheppard – assigned with K-9 Officers

Gas Gun – L8 37 mm– Issued to ERT
Gas Gun - 37 mm single shot- 1 Fed Labs & 1 Def Tech– issued to ERT
Gas Gun - 37 mm single shot – In the armory
Gas Gun – 40 mm single shot – In the armory
Gas- 37 mm/ 40 mm Heavy Barricade Penetrating Projectile-CS & OC-Issued to ERT
Gas – 37 mm/ 40 mm Ferret rounds – CS and OC – Issued to ERT
Gas – 5430 Flameless Expulsion Grenade – CS & OC – Issued to ERT
Gas – 12 gauge T-16's – OC & CS – Issued to ERT
Gas - #23 12 gauge CS Round – Issued to ERT
Gas – 3530 Heavy Barricade Penetrating Projectile – CS -Issued to ERT

Distraction Device – Bore Thunder 12 gauge Round – Issued to ERT
Distraction Device – #25 Flash Bang – Issued to ERT
Distraction Device – 09NR Flash Bang – Issued to ERT

Less Lethal – Hornets Nest Stun Grenade – Issued to ERT
Less Lethal – 37 mm/ 40 mm SIM (Specialty Impact Munition) – Issued to ERT
Less Lethal – 1204 Hornets Nest 12 gauge Round – Issued to ERT
Less Lethal – 12 gauge SIM (Specialty Impact Munition) – Issued to ERT

Attachment E